



# COGNOS PENDING REPORTS REFERENCE GUIDE

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# Summary

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The purpose of the Cognos Pending Reports Reference Guide is to provide County and Medical Assistance (MA) site staff a process on how to access, view and print the Detailed Timely Processing of Medical Applicant Determinations and Redeterminations Reports in Cognos.

The document provides a step-by-step process to access the detailed pending reports in Cognos. The reports should be used to process Initial and Redetermination pending applications assigned to the County and MA site.

The Detailed Timely Processing of Medical Applicant Determinations and Redeterminations Reports allow eligibility site staff the ability to view cases by County Office, County Worker, number of days pending, number of days overdue and the pending reason.

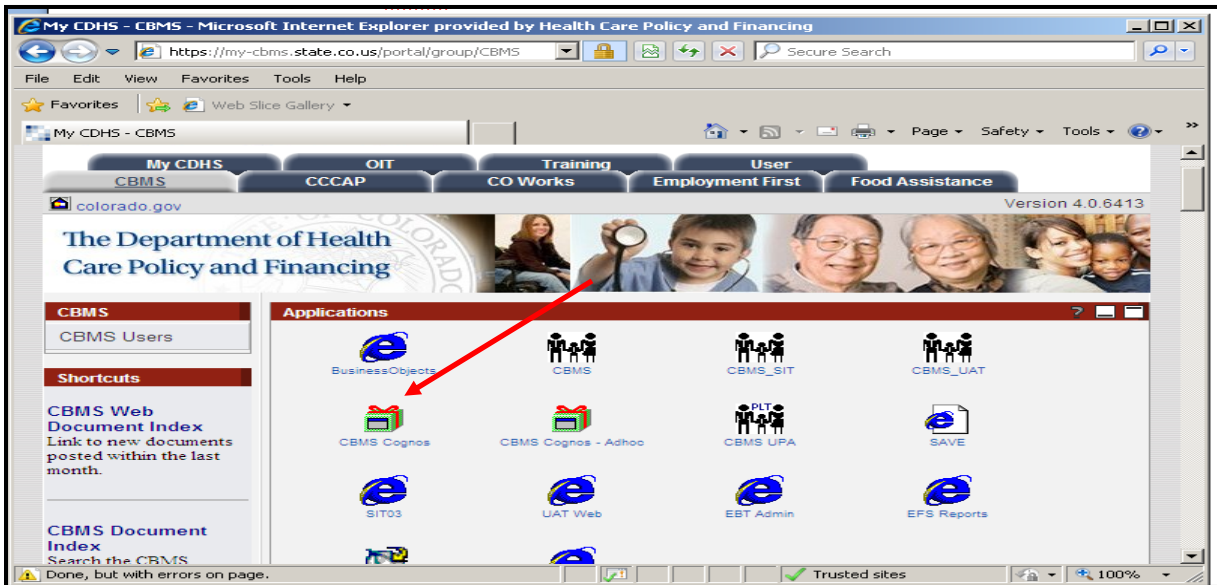
County and MA sites should use the information to ensure timely processing of pending medical applications and reduce the number of cases from exceeding processing guidelines.

## 1. Weekly Detailed Timely Pending Reports

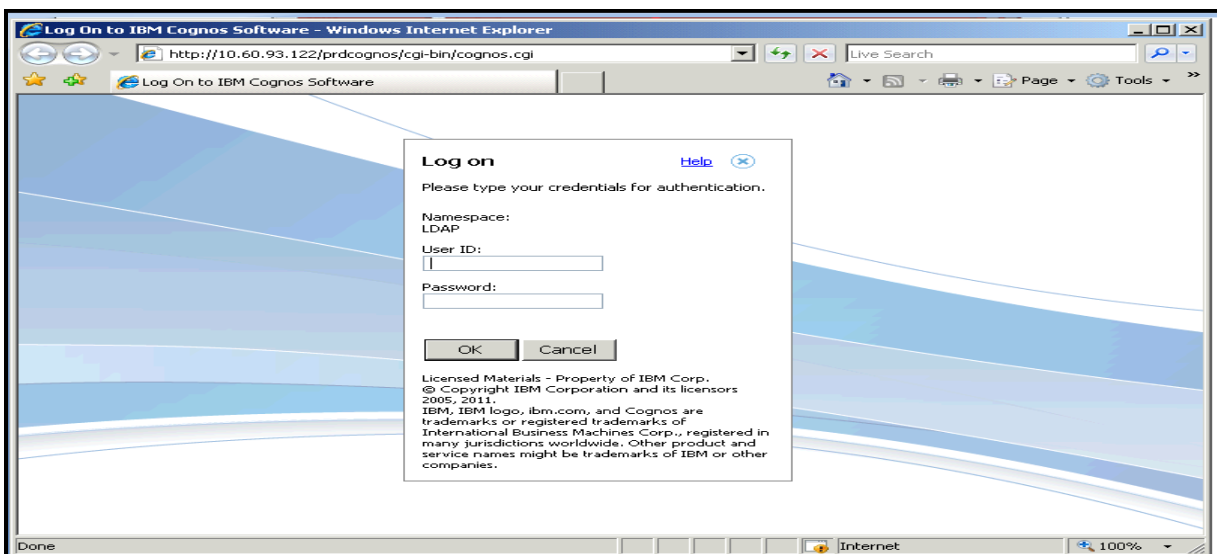
Every Monday, a designated County or Medical Assistance staff will follow the steps outlined in the Cognos Pending Reports Reference Guide to pull and print or save a copy of the weekly detailed pending reports, so the site can determine which cases need to be prioritized and worked on.

### A. Viewing and Printing the Detailed Timely Processing of Medical Applicant Determinations Report (the report runs weekly on Sunday)

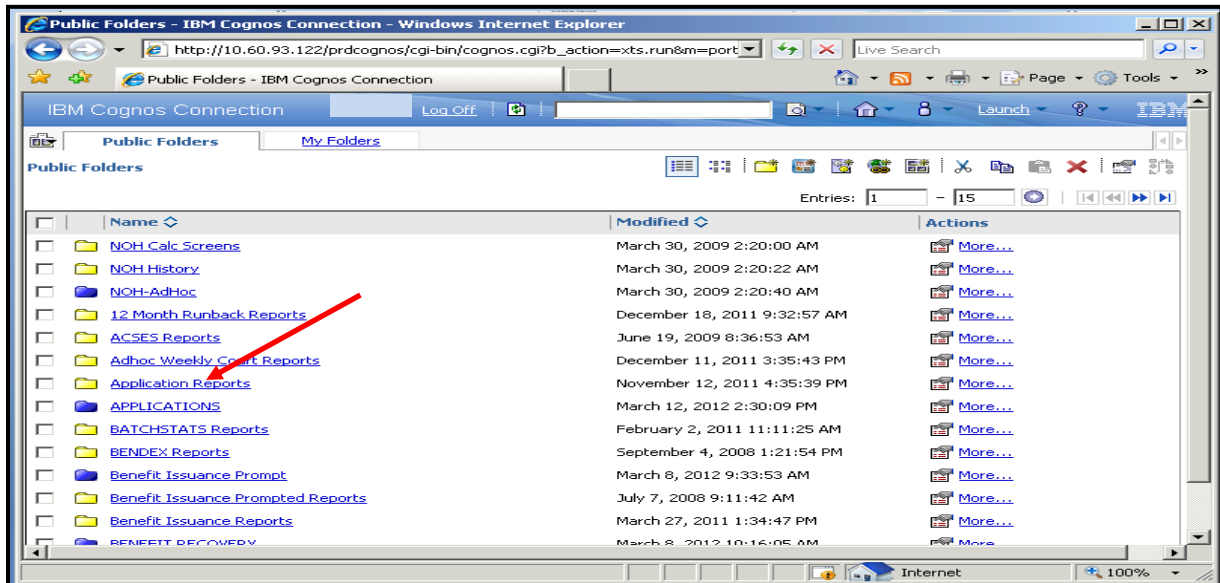
1. Click on “CBMS Cognos”



2. Enter your CBMS Cognos user ID and password

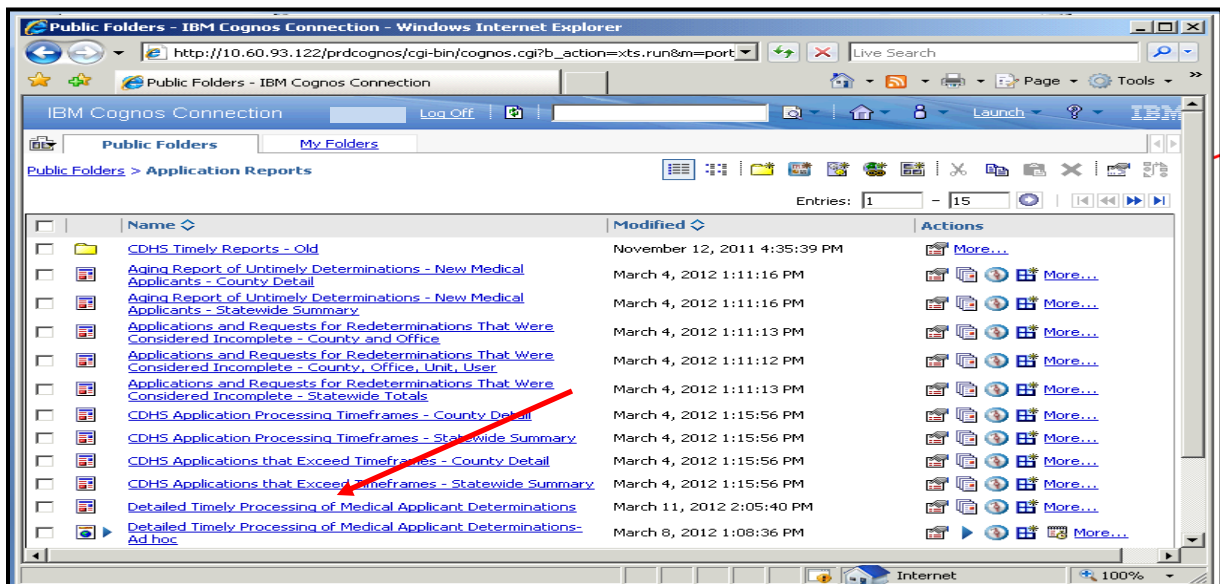


3. Click on the “Application Reports” folder for Initial applications



4. Click on “Detailed Timely Processing of Medical Applicant Determinations”

- Report is available in PDF format



5. A list of new cases for all sites that are pending is created for the user to view
  - Report can be printed or saved

IBM Cognos Viewer - Detailed Timely Processing of Medical Applicant Determinations

Keep this version | Add this report | Watch new versions | Add comments

1 / 1854 | 69%

Detailed Timely Processing of Medical Applicant Determinations

Last Modified On: Mar 11, 2012

County	Office Name	Unit Name	Current Assigned User	Case Number	Head of Household Name	Application Number	High Level Program Group (HLPG)	Program Status	Application Date	Application Create Date	App Created by (User)	App Days (Day (s) old)	Case Status	Pending Reason	Application Source	Rescind Date	Due in # of Days
FM							PE		11/10/2009	01/06/2010		942	OP	Countable income above the allowable limit	Walk-in		-798
FM							PE		08/12/2011	08/26/2011		212	PE	not a next household member for FM, check eligibility for FM/CH on companion case.	Walk-in		-167
CH							PE		01/20/2012	01/20/2012		51	OP	pending Enrollment Fee	Special Action		-6
CH							PE		02/01/2012	02/15/2012		39	OP	place client on own case.	Walk-in		6
FM							PE		02/01/2012	02/15/2012		39	OP	pending income verification	Walk-in		6
CH							PE		02/06/2012	02/06/2012		34	OP	On Medicaid	Special Action		11
CH							PE		02/06/2012	02/06/2012		34	OP	EDBC not run on this case	Special Action		11
CH							PE		02/06/2012	02/06/2012		31	OP	EDBC not run on this case	Special Action		14
CH							PE		02/15/2012	02/23/2012		25	OP	case incomplete for this HLPG.	Walk-in		20
FM							PE		02/15/2012	02/23/2012		25	OP	case incomplete for this HLPG.	Walk-in		30
CH							PE		02/24/2012	02/27/2012		16	OP	case incomplete for this HLPG.	Walk-in		29
FM							PE		02/24/2012	02/27/2012		16	OP	case incomplete for this HLPG.	Walk-in		29

Note: A negative number under the "Due in # of Days" column represents the number of days the program has exceeded processing guidelines (the program may also appear on the EPG report)

6. Click on the printer icon to print the report or the floppy disk icon to save the file
  - \*\*\* make sure to only print the cases belonging to your site \*\*\*

## B. Running the Detailed Timely Processing of Medical Applicant Determinations – Adhoc Report by site

1. In the "Applications Report" folder, click on "Detailed Timely Processing of Medical Applicant Determinations – Ad hoc"

IBM Cognos Connection

Public Folders > Application Reports

Name	Modified	Actions
CDHS Timely Reports - Old	November 12, 2011 4:35:39 PM	More...
Aging Report of Untimely Determinations - New Medical Applicants - County Detail	March 4, 2012 1:11:16 PM	More...
Aging Report of Untimely Determinations - New Medical Applicants - Statewide Summary	March 4, 2012 1:11:16 PM	More...
Applications and Requests for Redeterminations That Were Considered Incomplete - County and Office	March 4, 2012 1:11:13 PM	More...
Applications and Requests for Redeterminations That Were Considered Incomplete - County, Office, Unit, User	March 4, 2012 1:11:12 PM	More...
Applications and Requests for Redeterminations That Were Considered Incomplete - Statewide Totals	March 4, 2012 1:11:13 PM	More...
CDHS Application Processing Timeframes - County Detail	March 4, 2012 1:15:56 PM	More...
CDHS Application Processing Timeframes - Statewide Summary	March 4, 2012 1:15:56 PM	More...
CDHS Applications that Exceed Timeframes - County Detail	March 4, 2012 1:15:56 PM	More...
CDHS Applications that Exceed Timeframes - Statewide Summary	March 4, 2012 1:15:56 PM	More...
Detailed Timely Processing of Medical Applicant Determinations	March 11, 2012 2:05:40 PM	More...
Detailed Timely Processing of Medical Applicant Determinations - Ad hoc	March 8, 2012 1:08:36 PM	More...
Expedited FS PE and FS AP or DE	March 12, 2012 5:04:30 AM	More...
Federal Statistical Report Applications - Applications by Program	March 6, 2012 7:16:15 PM	More...
Federal Statistical Report Applications - Applications by Program - All Counties	March 6, 2012 7:16:15 PM	More...

2. Complete the required fields on the Prompt Page and click Finish to run the report

**Prompt Page**

**County**

- ADAMS
- ALAMOSA
- ARAPAHOE
- ARCHULETA
- BACA
- BENT
- BOULDER
- CHAFFEE
- CHEYENNE
- CLEAR CREEK
- CONEJOS

**Office Name**

Adams - HSB

**Unit Name**

CW/FamMed-

**Current Assigned User**

- ☒ i
- ☒ i
- ☒ i
- ☒ i
- ☒ i
- ☒ i
- ☒ i

[Select all](#) [Deselect all](#)

Cancel    < Back    Next >    **Finish**

3. A report is created of all new pending cases currently assigned to the selected site
  - Report can be exported, saved and/or printed

IBM Cognos Viewer - Detailed Timely Processing of Medical Applicant Determinations- Ad hoc - Ad hoc

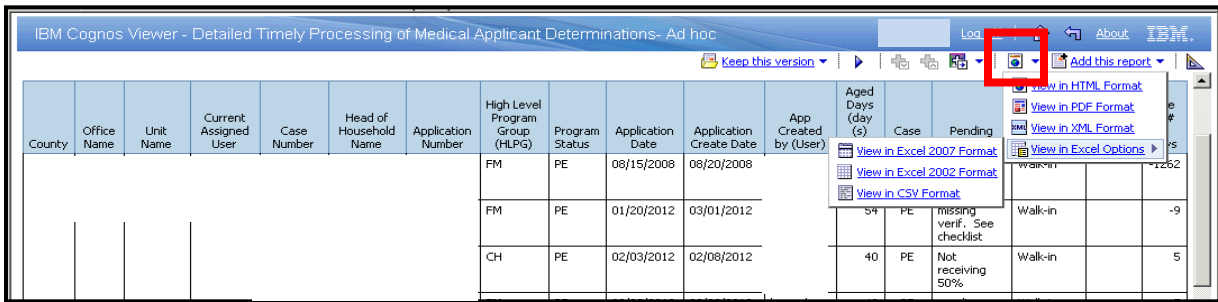
**Detailed Timely Processing of Medical Applicant Determinations- Ad hoc**

Last Modified On: Mar 14, 2012

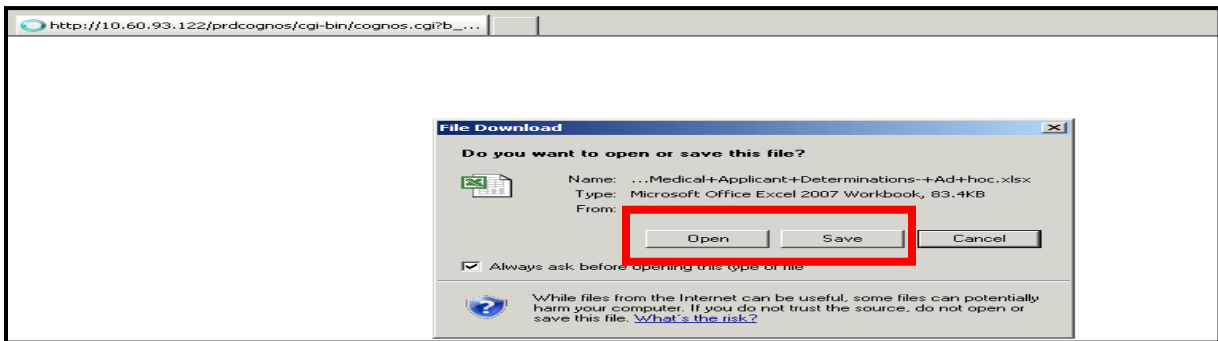
County	Office Name	Unit Name	Current Assigned User	Case Number	Head of Household Name	Application Number	High Level Program Group (HLPG)	Program Status	Application Date	Application Create Date	App Created by (User)	Aged Days (day(s) old)	Case Status	Pending Reason	Application Source	Rescind Date	Due in # of Days
							FM	PE	08/15/2008	08/20/2008		1307	OP	pending help desk ticket	Walk-in		-1262
							FM	PE	01/20/2012	03/01/2012		54	PE	missing verif. See checklist	Walk-in		-9
							CH	PE	02/03/2012	02/08/2012		40	PE	Not receiving 50%	Walk-in		5
							FM	PE	02/03/2012	02/08/2012		40	PE	pending income verification	Walk-in		5
							FM	PE	02/07/2012	02/27/2012		36	PE	pending income verification	Walk-in		9

Top    Page up    Page down    Bottom

- Click on the *View in HTML format* icon to view, export, save and/or print the report to PDF, XML, CSV or Excel format



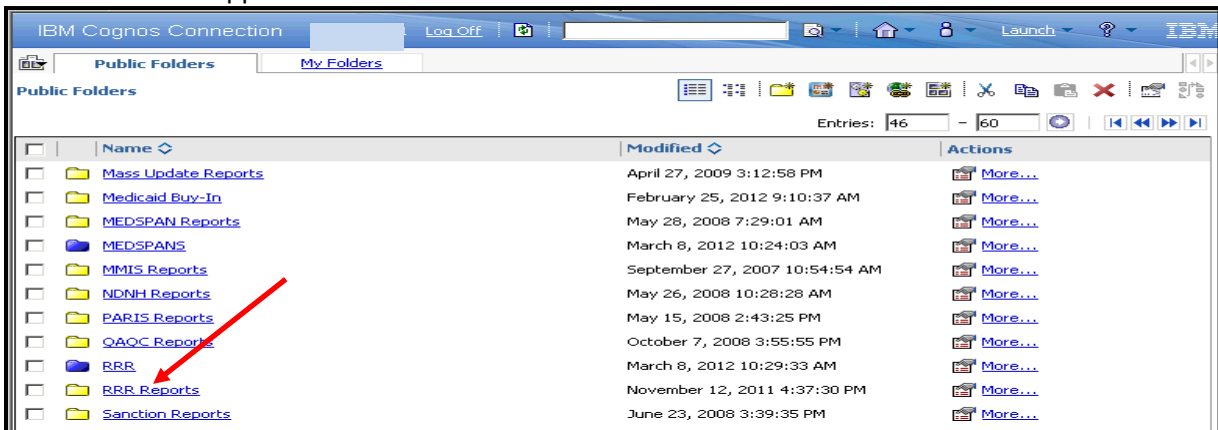
- After selecting and clicking on the desired format, Cognos will run the selection criteria and prompt you to open or save the file



- Click on Open to view and print the report or Save to save a copy of the file in Excel
- If selecting the PDF format, Cognos will run the selection and display the results. The user can follow step number 6 on page 6 of this document to Save and or Print (the report displays all cases belonging to the site)

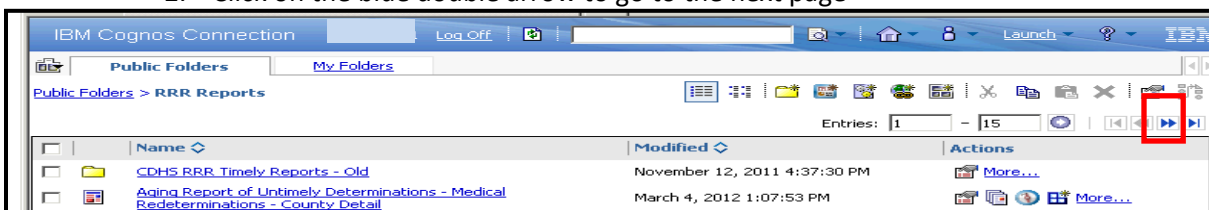
### C. Viewing and Printing the Detailed Timely Processing of Medical Applicant Redeterminations Report (the report runs on the 6<sup>th</sup> of every month)

- After logging into Cognos, click on the "RRR Reports" folder for Redetermination applications



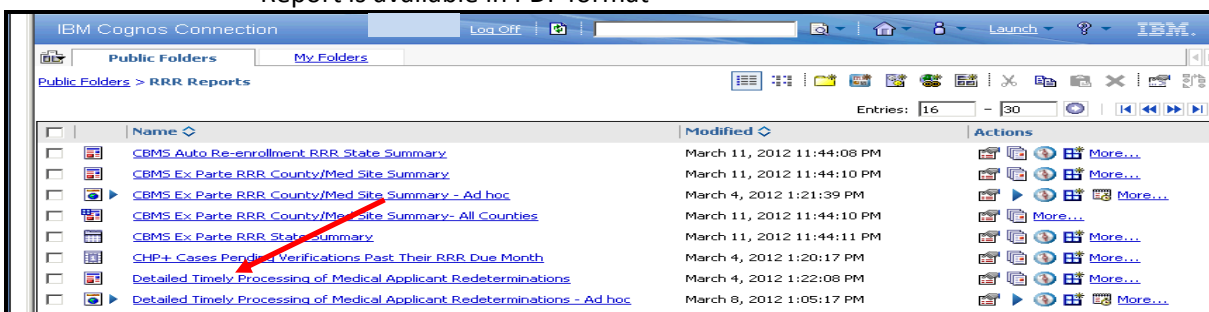


2. Click on the blue double arrow to go to the next page



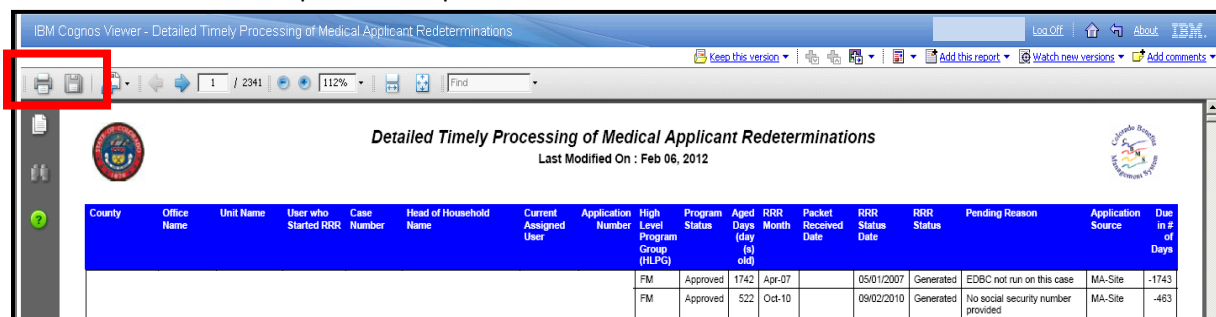
3. Click on “Detailed Timely Processing of Medical Applicant Redeterminations”

- Report is available in PDF format



4. A list of redetermination pending cases for all sites is created for the user to view

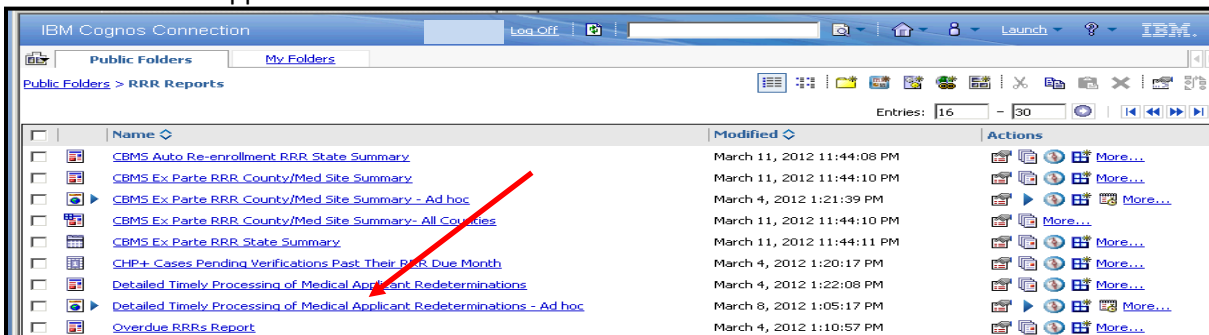
- Report can be printed or saved



5. Click on the printer icon to print the report or the floppy disk icon to save the file  
 \*\*\* make sure to only print the cases belonging to your site \*\*\*

#### D. Running the Detailed Timely Processing of Medical Applicant Redeterminations – Adhoc Report by site

1. In the” RRR Reports” folder, click on “Detailed Timely Processing of Medical Applicant Redeterminations - Ad hoc”



2. Complete the required fields on the Prompt Page and click Finish to run the report

**Prompt Page**

**County**

- ALAMOSA
- ARAPAHOE
- ARCHULETA
- BACA
- BENT
- BOULDER
- CHAFFEE
- CHEYENNE
- CLEAR CREEK
- CONEJOS
- COSTILLA

**Office Name**

**Unit Name**

**Current Assigned User**

[Select all](#) [Deselect all](#)

Cancel

< Back

Next >

**Finish**

3. A report is created of all pending redetermination cases assigned to the selected site

- Follow steps 4 – 7 on page 8 to view, export, save and/or print the report in PDF, XML, CSV or Excel

IBM Cognos Viewer - Detailed Timely Processing of Medical Applicant Redeterminations - Ad hoc

**Detailed Timely Processing of Medical Applicant Redeterminations - Ad hoc**

Last Modified On : Mar 14, 2012

County	Office Name	Unit Name	User who Started RRR	Case Number	Head of Household Name	Current Assigned User	Application Number	High Level Program Group (HLPG)	Program Status	Aged Days (day(s) old)	RRR Month	Packet Received Date	RRR Status Date	RRR Status	Pending Reason	Application Source	Due in # of Days
								LT	Approved	43	Mar-12		Jan 31, 2012 12:00:00 AM	Generated	EDBC not run on this case	Walk-in	17
								LT	Approved	13	Apr-12		Mar 1, 2012 12:00:00 AM	Generated	EDBC not run on this case	Walk-in	47

For additional assistance contact the Exceeding Processing Guidelines (EPG) inbox at [epg@hcpf.state.co.us](mailto:epg@hcpf.state.co.us)